

Did you know that ClubRunner...

Services thousands of Rotary Clubs and Districts on 6 continents.



Launched in 2003 with the vision of improving club and district communications.



Works closely with our users to implement enhancements and improvements to ensure that functionality and ease of use is top notch.

CONTACT US

For more information about ClubRunner:

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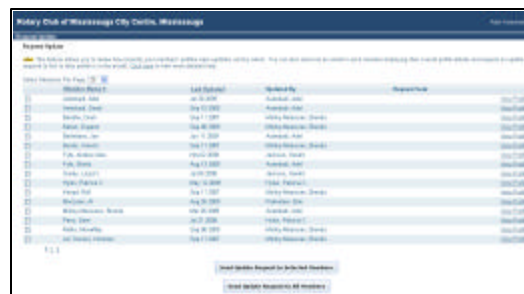
WEB: www.myclubrunner.com

Keep your Member Records Up to Date with the new Active Member Request Update feature

Located under the Membership Manager section of the Admin page, the Active Member Request Update feature is a quick and easy way to encourage your club members to access and use your site and keep their personal profile current.

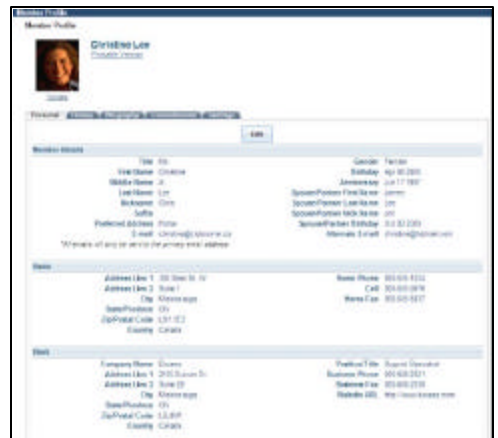
In three simple steps, you'll be well on your way to accessing, knowing, and providing each member's profile information as it stands to date.

With this feature, you'll be able to see when the record has been last updated and by whom. It's a great way to find out how many members are accessing their member data and communicate to them how ClubRunner will help streamline and centralize club communications!



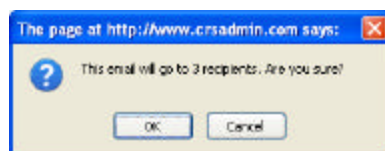
STEP 1: Choose the member record to be updated.

With a simple click, you can access each member's information and update all information as necessary within the 5 tabs of the member profile. You can even upload the member's photo.



STEP 2: Update information and save changes.

Remember, fields that appear in red are required. You will not be able to save the information unless they are filled in.



STEP 3: Send a Request Update via email for data verification.

Once updates have been made, you can send an email directly to all members so they can verify all changes.

Don't forget to visit the RI Reporting link to preview and send any change notifications to be updated at Rotary International. To access this feature, you must have an access level of **Club Executive (level 50)** or greater. Visit the ClubRunner Online Help page or contact your Club Secretary for more details today.